

Policy and Procedure	Date Issued 1/1/2010	Section Provider Network	Policy Number QA-7	Page 1
Milwaukee County Behavioral Health Division SAIL	Date Revised 8/1/2011	Subject: Information System Requirements		

1. POLICY:

It is the policy of the Behavioral Health Division (BHD) Community Services Branch that Providers must comply with the Behavioral Health Division's (BHD) Management Information System data needs. This data includes, but is not limited to, service data, agency financial data, and performance measurement data.

2. PROCEDURE:

- A. The Provider will have the sufficient technological capacity to adapt agency data systems as necessary to accommodate any and all changes to data reporting requirements by BHD. Should modifications to these requirements be necessary, the provider will comply within 90 days of written notification. Failure to comply with reporting requirements will result in withholding of payment. The Provider will be required to report all necessary information in a timely manner consistent with the needs of BHD.
- B. As BHD requires Provider agencies to access BHD's information system via the Internet to report services, Providers need to meet the minimum computer hardware and software standards as determined by both BHD and Milwaukee County Information Management Services Division. BHD will survey the agency for specifications needed and readiness to access the system.

Currently:

User's Computer (Minimum)

Processor	1 gigahertz (GHz) or faster 32-bit (x86)
Operating System	Windows XP, or later
RAM	1 GB or greater
Hard Disk Space	512 MB or greater
Monitor	VGA or higher (1024 x 768 pixels)
Mouse	Microsoft Mouse, or compatible pointing device
Browser	Internet Explorer 6.0 SP1 or higher (32-bit only)
Minimum Java Requirement	JRE 1.6.0_17 (32-bit only)

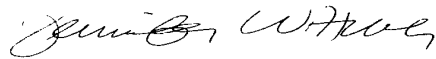
User's Computer (Recommended)

Processor	2 gigahertz (GHz) or faster 32-bit (x86) or 64-bit
Operating System	Windows XP, or later
RAM	2 GB or greater
Hard Disk Space	1 GB or greater
Monitor	VGA or higher (1024 x 768 pixels)
Mouse	Microsoft Mouse, or compatible pointing device
Browser	Internet Explorer 7.0 or greater (32-bit only)
Minimum Java Requirement	JRE 1.6.0_17 (32-bit only)

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- C. Providers are required to make broadband access to the Internet available to staff members as necessary and to obtain communication software necessary, i.e., File Transfer Protocol (FTP), to access BHD's primary information system.
- D. Provider agency and it's staff must submit a "Computer Login Request" form, "Confidentiality Statement" and "Rules and Responsibility" forms for each staff person the provider wishes to have access to the BHD Information System (CMHC). The Computer Login Request and Agreement<<http://county.milwaukee.gov/SAILAODA8063/Computer-Login-Request-and-Agr.htm>> is available for use on-line and is the required method of submission for CMHC access requests. After completing the request form online, you will be directed to the page where you will need to print out and sign the required confidentiality and agreement forms. These forms should then be faxed to BHD at 414-257-8198. The CMHC Username and password will be emailed to the user and/or the user's supervisor. The CMHC Username and password will not be established until the required confidentiality and agreement forms have been received by BHD.
- E. Providers must notify BHD through the same request form online, when a staff person leaves the agency, on the staff person's last day of employment with the agency, to deactivate the staff person's CMHC access.
- F. Provider staff may not install the CMHC Workstation Components on their home computers.

Reviewed & Approved by:



**Jennifer Wittwer, Associate Director
Adult Community Services Branch**